

Pre-Audit Check List

Please use this checklist in conjunction with the Application Form to Become an Approved Training Centre – PQ001

Ref No.	PROCEDURE	Yes or No	R.A.G Status	Areas to be audited
A	Centre has in place an Assessment Strategy for qualifications offered (or will put procedures in place to do so)			
B	Keeps records of all candidate information (or will put procedures in place to do so)			
C	Keeps records of all assessment decisions (or will put procedures in place to do so)			
D	Monitors health and safety, equality & diversity and disability discrimination policies (or will put procedures in place to do so)			
E	Maintains an up-to-date lists of assessors/trainers, together with their CV's/CPD's and certificates, (or will put procedures in place to do so)			
F	Ensure all assessors are occupationally competent. (or will put procedures in place to do so)			
G	Provide assessors/trainers/verifiers with all information and support materials (or will put procedures in place to do so)			
H	Holds and keeps records of regular standardisation meetings (or will put procedures in place to do so)			
I	Identifies training needs of assessors/trainers and verifiers (or will put procedures in place to do so)			
J	Provides appropriate training/support for trainers, assessors and verifiers			
K	Keeps records of all internal verification/moderation activities(or will put procedures in place to do so)			
L	Provides feedback to learners (or will put procedures in place to do so)			
M	Observe assessors/trainers at least once a year (or will put procedures in place to do so)			
N	Collects feedback from candidates on progress and assessors' performance (or will put procedures in place to do so)			

O	Company representative is willing to attend external standardised meetings			
P	Reviews internal procedures as a result of external auditor visits			
Q	The centre has in a place arrangements for administering ULN			

Centre Name:	Date:	Centre No:
BICSc QCF Verifier:	Centre UKRLP No (If Applicable):	
BICSc Sig:	Centre Contact:	

Terminology:

R = Red

A = Amber

G = Green